

## DEPARTMENT OF PERSONNEL SPECIALISTS

December 20, 2002

PROGRAM	DIVISION RESPONSIBLE	STAFF RESPONSIBLE	STAFF TITLE	STAFF PHONE #
700-HR	Field Services	Angelica Gonzalez	Personnel Technician	775-684-0150
ADA - Americans with Disabilities Act	Technical Services	Shelley Blotter	Personnel Analyst	775-684-0111
Accounts Payable/Receivable	Admin Services	Nancy Lujan	Accountant Technician	775-684-0138
Administrative Services Chief	Admin Services	Kim Foster	Administrative Services Officer	775-684-0102
Alcohol & Drug Testing	Technical Services	Phil Hauck	Spvy Personnel Analyst	775-684-0130
Appeals of terminations, demotions, suspensions (Hearings Officers)	Admin Services	Augie Strauss	Administrative Assistant	775-684-0109
Catastrophic Leave Committee	Admin Services	Augie Strauss	Administrative Assistant	775-684-0109
Class Specifications	Technical Services	Mary Day	Spvy Personnel Analyst	775-684-0120
Classification & Recruitment Section I - Occ Groups 1, 2, 3, 4, 5, 6, 9 Section II - Occ Groups 7, 10, 11, 12 Section III - All Occ Groups	Field Services	Kris Ross Peter Long Lenora Kizer	Spvy Personnel Analyst Spvy Personnel Analyst Spvy Personnel Analyst	775-684-0133 775-684-0149 702-486-2912
Classification & Compensation Plan	Technical Services	Debra Berry	Personnel Technician	775-684-0110
Compensation & Benefits	Technical Services	Phil Hauck	Spvy Personnel Analyst	775-684-0130
Computer Specialist	Admin Services	Monte Day	Computer Network Technician	775-684-0117
Director's Office	Director	Jeanne Greene Diane Duensing	Director Executive Assistant	775-684-0131 775-684-0131
Employee Assistance Program	Director	Lindley Steere	EAP Supervisor	775-687-3869
Employee-Management Committee (grievances)	Admin Services	Augie Strauss	Administrative Assistant	775-684-0109
Equal Employment Opportunity	Director	Gladys Clark Tammy Smith	EEO Director EEO Officer	702-486-2905 775-684-0104

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Examination Development	Technical Services	Dave Badger Sandra Silva	Spvy Personnel Analyst Personnel Analyst	775-684-0108 775-684-0145
Field Services Chief - Carson City Field Services Chief - Las Vegas	Field Services	Mary Ellen Komac Greg Febbo	Chief Personnel Manager Chief Personnel Manager	775-684-0121 702-486-2904
FMLA - Family Medical Leave Act	Technical Services	Shelley Blotter	Personnel Analyst	775-684-0111
Grievances (Employee-Management Committee)	Admin Services	Augie Strauss	Administrative Assistant	775-684-0109
Hearings Officers (appeals of terminations, demotions, suspensions)	Admin Services	Jo Justice	Administrative Assistant	775-684-0141
IFS-HR Integrated Financial System System Administrator	Admin Services	Cynthia Baumann	IFS-HR Administrator	775-684-5418
Functional User Support		Netti DeBusk Lou Anne Geissler	Management Analyst Management Analyst	775-684-5324 775-684-5326
Rollout & Training		Deborah Harris Cynthia Martinez	Management Analyst Administrative Assistant	775-684-8697 775-684-5325
Help Desk		Tricia Buckner	Program Officer	775-684-8696
Merit Award Board	Field Services	Patricia Ullom, Board Sec'y	Personnel Analyst	702-486-2914
NAC 284 - Rules for Personnel Administration (regulations)	Technical Services	Phil Hauck Shelley Blotter	Spvy Personnel Analyst Personnel Analyst	775-684-0130 775-684-0111
Occupational Group Studies	Technical Services	Mary Day	Spvy Personnel Analyst	775-684-0120

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Payroll	Admin Services	Theresa Conner Cindy Byington	Payroll Manager Payroll Supervisor	775-687-3702 775-687-3704
Check and report distribution, direct deposits, signature authorization forms, W-2 reissues and W-4 processing		Kelly Engels	Accounting Assistant	775-687-4218
Child support, direct deposit authorizations, garnishments, insurance deductions/adjustments, salary adjustments, IRS levies		Meili Murray	Accounting Assistant	775-687-3701
Direct deposit stop payments, manual checks, pay/work location codes, retroactive salary adjustments		Marilyn Chadwick	Accountant Technician	775-687-3703
IFS problem reports, payroll expense reconciliation, accounting and payroll report issues		Eric Coffman	Accountant	775-687-3464
Journal vouchers, labor distribution profiles, position account maintenance		Jenny Hawkins	Accountant Technician	775-687-3456
Medicare and retirement deductions/adjustments		Cindy Byington	Accountant Technician	775-687-3704
Payroll deductions		Beth Bacon	Accounting Assistant	775-687-5727
Salary overpayments		Sarette Mathiesen	Accounting Assistant	775-687-3455
Personnel Commission	Technical Services	Debra Berry	Personnel Technician	775-684-0110
Records (All State Employees)	Admin Services	Penny Lewsader Kathy Brockway Lisa Partee	Records Supervisor Personnel Technician Personnel Technician	775-687-4184 775-687-3707 775-687-3705
Salary Surveys	Technical Services	Phil Hauck Peggy Martin	Spvy Personnel Analyst Personnel Analyst	775-684-0130 775-684-0140
Student Internships	Technical Services	Peggy Martin	Personnel Analyst	775-684-0140
Technical Services Chief	Technical Services	Carol Thomas	Chief Personnel Manager	775-684-0119

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Testing - Qualified Applicants	Field Services	Carol Pion June Nesmith	Personnel Technician Personnel Technician	775-684-0123 702-486-2916
Training Program Development Course Scheduling	Admin Services	John Hastings Mary Kauffman	Training Manager Administrative Assistant	775-687-4122 775-687-4120
Web Site	Director	Carmela Porcella	Administrative Assistant	775-684-0143
Word Processing Center	Director	Carmela Porcella	Administrative Assistant	775-684-0143